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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 17 December 1957

25X1

FROM : Chief, Operations Support Faculty

25X1

SUBJECT: Weekly Report No. 51, 10 December - 17 December 1957

25X1

25X1

1. The case for Operations Support has been completed and went to 25X1
the printers on 16 December.

25X1

2. In a recent discussion with [redacted] the Director of Personnel 25X1
asked that [redacted] be invited to address key Personnel people on the 25X1
functions of the A&E Staff. [redacted] readily accepted Mr. Stewart's 25X1
invitation and [redacted] is making necessary plans for the informational 25X1
meeting.

3. As requested by [redacted] Chief, Machine Records Division, [redacted] 25X1
is planning a training session on the new Personnel Information Card. To 25X1
assure maximum benefit from this session through the possible inclusion of
other pertinent instruction, [redacted] has conferred with [redacted] 25X1
Chief, Payroll Branch and [redacted] of the Records and Services Division
Office of Personnel.

25X1

4. [redacted] has been reviewing his Personnel lectures with 25X1
[redacted] Executive Officer, Office of Personnel, to make sure the latest 25X1
directives and developments are given proper emphasis in these lectures.

5. [redacted] from OTR Graphics and [redacted] reviewed the need for a 25X1
new training aid in the Operations Support and Administrative Procedures
classroom (136, [redacted]). A drawing is being prepared by [redacted] which will 25X1
provide the following facilities: blackboard, magnet board, blanket board,
projection screen and chart display boards. If the drawing is approved, a 25X1
request will be submitted through channels to the Office of Logistics for
the construction of this training aid.

25X1

6. [redacted] is in the process of revising the Field Property 25X1
Accounting lecture, study guide, and problems to conform with the new
Field Handbook [redacted] which is
expected to go into effect in the near future.

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7. [redacted] attended the weekly Finance staff meeting.



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